

MISSION REGULATION

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Article 1. General Principles and field of application

The present regulation discipline, according to the current legal provisions, the conditions for carrying out travel a business travel and the reimbursement procedure for those authorized to go to an external site; the regulations are based on principles of efficiency, economic effectiveness and fairness of administrative action with the aim of minimizing public spending.

A business travel must be carried out according to the the institutional aims of the School and the expenses incurred must respect the primary aim of cost-effectiveness.

Travel expenses will be reimbursed within the financial limits allocated specifically for this purpose in the Provisional Budget of the School

Article 2. Definitions

For the purposes of these regulations, the following definitions are given:

- a) "School" refers to the International School for Advanced Studies (SISSA) in Trieste;
- b) "mission" (business travel) refers to the activity carried out on behalf of the School and aimed at furthering its aims and institutional purposes. The activity is eligible for reimbursement if carried out at least 10 km away from the usual workplace and out of the municipality of Trieste;
- c) "cost effectiveness", without prejudice to mandatory national rules, in the absence of situations regulated by this regulation, refers to, to the basic principle of overall cost reduction also taking into consideration the impact of associated labour costs, which must guide all economic decisions related to the trip;
- d) "reasonable and ethically correct" refers to the moral behaviour required in the organisation and performance of the trip which must adhere to the SISSA Code of Conduct
- e) "usual workplace" refers to:

- i) the usual or permanent place of work or study based at SISSA (Trieste), or elsewhere if so defined by the employment contract or other agreement;
- ii) for claimants who are employees of other Universities, Public Administrations or private bodies or companies and who are part of externally funded projects managed by SISSA, the normal workplace is where they usually carry out their activity (it may also be Trieste for research projects conducted in SISSA);
- f) "duration of trip" refers to the period strictly necessary for carrying out the authorised activity away from the normal workplace
- g) "travel expenses" refer to the costs incurred for travelling to and from the place where one is carrying out his/her business;
- h) "standard journey" refers to a journey from/to the normal workplace to the trip destination within the period strictly necessary for completing the planned authorised activities
- i) "actual costs reimbursement" refers to the reimbursement of the single costs related to the trip effectively borne to carry out the trip and for which supporting documentation must be provided;
- j) "flat-rate reimbursement," which is only possible for missions abroad, refers to the alternative mission treatment, i.e., the payment of a predefined lump sum given to cover meals, accommodation and urban transport costs;
- k) "claimant" refers to the person entitled to carry out the trip in the interests of the School.

Article 3. Claimants

The following individuals may be authorised to carry out business travel in the interest of the School:

- a. professors and researchers with permanent or temporary work contracts at SISSA;
- b. managers and administrative-technical staff with a temporary or permanent work contracts at SISSA;
- c. SISSA PhD students, holders of research assignments (assegni di ricerca) or other fellowship awarded by SISSA;
- d. holders of employment contracts stipulated with the School, who are required to carry out activities in the interest of SISSA - which are not already remunerated by the contract;
- e. students enrolled in the specialization courses / Masters of the School;
- f. trainees within the limits of the agreements stipulated between the School and other public administrations or private bodies and companies;

- g. employees of other Universities, Public Administrations, private bodies or companies and who are part of externally funded projects managed by SISSA or who are eligible by means of agreements between SISSA and the above public/private bodies and companies;
- h. external members of governing and supervisory bodies of SISSA as part of their mandate if they carry out it in a third-party location in the interest of the School.

Article 4. Duration of the trip

The duration of the trip must be limited to the time strictly necessary to carry out the authorized activities.

Claimants authorized to carry out a trip to locations up to 80 km away from the ordinary workplace must come back to the normal workplace daily if the use of public transport (or their own means, if authorized) reasonably allows it. This rule also applies to trip within 80 km away from the place of residence.

When the departure and return cannot reasonably happen on the same day, the trip can start no earlier than the day before the activities are planned to begin and end no later than the day after, unless the duration of the journey necessitates an extension of the period.

Periods of interruption of the trip may be foreseen, only if previously authorized. Trip authorization is subject to the submission of a quote of the cost of the "standard travel" (journey "departure/return from/to the workplace" made during the period strictly necessary for the authorized activities). The date of the quote must be previous to or the same of actual travel purchase.

Any expenses incurred during these periods cannot be reimbursed, with the exception of the outward or inbound travel expenses. Outward or inbound travel expenses are reimbursable up to the amount of the standard journey as per quote provided to the authorized trip.

The maximum duration of the trip for work performed in the same location in Italy is limited to 240 continuous days (the day count is reset on January 1 of each year); this limit is reduced to 180 days for missions abroad.; reduced to 180 days for trips abroad.

Article 5. Authorization to carry out a business travel

All eligible individuals, according to article 3, must receive prior authorization before carrying out trips for work purposes even if the trip does not involve expenses borne by SISSA ("zero-cost" trip). The request for authorization must be completed online by the person concerned at least 10 working days before departure.

The trip is authorized: for research and teaching staff by the Area Coordinator; for doctoral students and other scholarship holders by the relevant PhD Course Coordinator; for master's students by the Director of the Interdisciplinary Laboratory of Natural and Human Sciences; for administrative-technical staff, by the Secretary General or their delegates. The trip of the Director and the Secretary General and the related expenses are considered authorized, except in case of necessary authorization by the Head of the fund if different from the applicant.

The Head of the Funds has the faculty to authorize their use for the trip in compliance with the project's interest and rules.

The 10 days constrain is reduced to 2 working days in case of missions for:

- a) Conduction of experiments on human subjects within the SISSA Agreement with the Hospital
- b) meetings with companies or other stakeholders within the framework of third mission activities;
- c) institutional meetings upon request/delegation of the Director or the Secretary General.

Article 6. Types of Reimbursement

Expenses must be adequately documented according to the following articles and referable to the person carrying out the trip.

- a) Trips in Italy

Trips in Italy exclusively involve the actual costs reimbursement of expenses incurred by the subject carrying out the trip.

Eligible expenses include those related to travel, urban and extra-urban transport, meals, and accommodation. Any additional types of eligible expenses are listed in Article 11.

The daily expenditure limits are set out in the Annex. A.

b) Trips abroad

Trips abroad carried out by claimants in article 3 a), b), and c), may be reimbursed as described above in point a) or by means of a flat-rate reimbursement (alternative trip treatment), paid on a completed 24-hour basis. For periods not less than 12 consecutive hours, half of the flat-rate reimbursement is paid.

For missions abroad carried out by claimants in article 3 d), e), f), g) e h) the only actual cost reimbursement is allowed

The flat-rate settlement includes all meals, accommodation and urban transport, while travel expenses and any other eligible expenses are reimbursable separately.

The daily expenditure limits for meals and accommodation and the amount of the flat-rate reimbursement are set out in the Annex. A.

It is possible to ask for, as reimbursement solely for meal expenses, the payment of a lump sum equal to 80% of the amount specified in Annex A, point 3.ii

Article 7. Travel expenses

Travel expenses are reimbursed, for journeys from/to the normal workplace to the trip destination (standard journey) within the period strictly necessary for completing the authorized activities

Whilst respecting the principle of safeguarding the cost-effectiveness of the trip, which must be demonstrated according to the procedures established by the School in the request for authorization, the following alternative journeys may however be reimbursed:

- a) direct journeys from the place of residence to the trip destination and vice-versa;
- b) journeys from other locations to the trip destination and vice-versa: permitted only for exceptional and motivated reasons;
- c) journeys to intermediate destinations and vice versa, in concomitance with a period of interruption to work activities: permitted only for exceptional and motivated reasons.

The reimbursed expense cannot in any case exceed the estimated cost for the standard trip. The quote must be made before or at least the same day you buy your travel ticket.

In the absence of documentary proof of cost-effectiveness in the authorization phase, no reimbursement will be given for non-standard journeys.

If there is no evidence of the cost per person in a cumulative travel ticket, the equivalent of a single ticket price, according to the quote presented prior the trip, is reimbursable."

Article 8. Means of transport

The means of transport which can be used during a trip are divided into the following categories according to their authorization requirements:

- a) Ordinary means of public transport, that do not require specific authorization:
 - i) train
 - ii) airplane
 - iii) bus, coach or other means of transport with regular scheduled services (ship, tram, underground railway, etc.
 - iv) Collective shuttle bus services (eg "Science bus", "Go Opti")
 - v) Urban taxi and equivalent means of transport (eg "Uber") from 7 pm to 8 am

- b) Other means of transport, that must be authorized in advance:
 - i) urban taxi from 8 am to 7 pm and extra urban taxi
 - ii) SISSA's car if available and subject to the authorization of the Secretary General (administrative and technical personnel) /Director (other personnel)
 - iii) private car
 - iv) rental car
 - vi) car-sharing (e.g. bla-bla car)

In case of force majeure (strikes, accidents, missed connections due to delays in public transport and such like) which can be documented, the use of other modes of transport can be authorized retrospectively.

Article 9. Accommodation expenses

Accommodation expenses are reimbursed within the period strictly necessary for the performance of the authorised activities.

The accommodation expenses are related to the use of a single room or single occupancy (one occupant only), as shown on the invoice issued. Different choices to the above, as an apartment rental, expenses are referring to a facility with a single bedroom for single use. If the invoice issued indicates a greater number of bedrooms, the total reimbursable amount will correspond to that of a single bedroom for single use. If such indication is missing, the individual will provide a statement attesting the number of bedrooms and the number of occupants.

Different limits may be authorized in specific cases, pre-approved (or exceptionally, even retroactively) by the Director (scientific personnel) or the Secretary-General (technical administrative personnel), as well as by the Head of the Fund.

Accommodation expenses cannot be reimbursed for trip in the place of residence.

Article 10. Expenses for meals and refreshment

Meals and refreshments are reimbursed within the period strictly necessary for the performance of the authorised activities.

No allowance is given for trips lasting less than 4 hours. The daily expenditure for meals is reduced by 50% for trips lasting 4 to 8 hours.

As a rule, the reimbursement of meals in the same municipality where the claimant resides, is not permitted.

Receipts or fiscal invoices related to meals issued within the municipality of the usual workplace are not reimbursable.

Food and drinks purchased from shops rather than from restaurants can be reimbursed up to the same daily limit indicated in the Annex A.

In case of accommodation solutions, which provide meals as in one of the formulas described below, the remaining allowance for meals varies as follows:

- a) bed + breakfast: no reduction to the daily limit;
- b) half-board: the daily limit is reduced by 50%;
- c) full board: there are no further reimbursements for food.

These limits also apply if the person concerned does not actually use the meals provided at the hotel and are also applicable to meals offered by the organizers of conferences or other activities. If the meal consumed at the hotel restaurant is not

part of the aforementioned formulas, the expense is counted in the ordinary daily expenditure limit.

For meals included in conference fees or other activities it is necessary to indicate the date of the meals if this is not visible on the documentation provided. The maximum daily reimbursement rate will be reduced according to the provisions of the above-mentioned hotel formulas.

If the meal receipts or invoices are cumulative (e.g., restaurant receipt for a group of people), they can be submitted for reimbursement accompanied by a declaration of participation in the expense indicating the relevant amount.

Different limits may be authorized in justified cases, pre-approved (or exceptionally, even retroactively) by the Director (scientific personnel) or the Secretary-General (technical administrative personnel), as well as by the Head of the Fund.

Article 11. Other reimbursable expenses

Upon presentation of regular proof of purchases, the following expenses are reimbursable directly related to the mission:

- a) registration fees for conferences, conferences and seminars abroad;
- b) car parking (if private vehicle or rented vehicle has been authorized) within the limits in Annex A;
- c) motorway toll or vignette (if authorized as above);
- d) costs for consular visas and postage;
- e) tourist taxes reimbursable up to the expense limit of the overnight stay;
- f) urban travel using ordinary means strictly necessary to carry out the trip (e.g., bus to reach the trip site from the place of accommodation and vice versa);
- g) duty stamp on VAT exempt documents;
- h) costs for mandatory vaccinations and pharmaceutical costs for prophylaxis;
- i) health insurance stipulated for the single mission to cover medical, pharmaceutical and hospital expenses incurred in non-EU countries and where it's not covered by Italian National Health Service;
- j) telephone and internet connections for work related reasons;
- k) tips when they are mandatory according to the customs of the country and evident in the receipt provided;
- l) Cancellation insurance policies strictly related to the mission for intercontinental travel.

Registration fees for conferences and seminars in Italy can only be reimbursed if it is not possible for the School to pay the organizers directly.

Expenses of any kind for which an alternative coverage is available, for example, from other entities or if they are included in conference registration fees, cannot be reimbursed.

Fines, penalties, and expenses not strictly related to the mission are not reimbursable.

Article 12. Expenses incurred in foreign currency

The official exchange rate of the Bank of Italy on the first day of the trip -or on the previous working day if it is a holiday- will be applied to any supporting documents submitted for reimbursement, expressed in foreign currency.

Article 13. Documentation of expenses

The reimbursement of expenses must be explicitly requested by the claimant filling in the online form and submitting the digital copy of documents without alterations and such as to highlight the type of expense, the amount paid, the date, and the recipient of the sums.

The claimant must state that s/he has not received any other form of reimbursement for the declared expenses for which there is no alternative coverage available.

For expenses incurred in Italy, the documentation consists in invoices, fiscal receipts or other receipts when issued in accordance with the law.

For expenses incurred abroad, the documentation submitted must be valid in the country of issue and issued according to the rules and customs of the country itself.

Reimbursement requests for trips carried out in countries listed in the blacklist as defined by the Revenue Agency must be accompanied by original documents.

In case of loss or theft of the originals, a report to the Public Security Authority is accepted for reimbursement purposes.

Article 14. Advance payments

Once the business travel has been submitted, and if the estimated expenses exceed 200 euros, individuals referred to in Article 3 a) b) c) may request an advance of 75% of the amount foreseen for the mission if paid with the actual cost reimbursement method, or 90% if eligible for the flat-rate reimbursement method.

To allow for the validation of the trip and the timely payment of the advance, the user must fill in and submit the online form at least 15 days before departure; the advance will be normally paid within 15 days from the date of the authorization of the trip.

Those who receive an advance and subsequently are not able to leave, will be required to return it by bank transfer within 15 days of the date on which the journey should have begun. If the School does not receive the sum, the amount will be duly deducted from the claimant's salary/fellowship.

Article 15. Settlement of expenditure

The reimbursement claim must be completed on-line by the claimant and submitted to the relevant administrative office within 45 days from the end of the trip. For trips ending in December, falling at the end of the year or over two accounting periods, with costs relevant to the previous year budget, the deadline for submitting the reimbursement request is 15th January of the following year.

Any changes to what had been authorized prior to the trip must be adequately motivated and will be assessed by the Head of the Funds who has the faculty to authorize them.

The administrative office in charge of processing the claims will verify the settlement request form is complete, accurate and supported with detailed receipts as proof of purchase. The expenses will be reimbursed within 45 days from the receipt of the correct and complete claim form.

Article 16. Increased PhD grant for periods abroad

PhD students who benefit from the increase of their fellowship for carrying out study and research abroad for a period (as provided for by the article 12 in the Regulations of the SISSA Philosophiae Doctor courses) are entitled to claim the additional reimbursement of travel and visa expenses only and health insurance.

Article 17. Cancellation of authorized trips

If authorized trips are not carried out, due to exceptional circumstances beyond one's control, expenses which are not refundable by the provider of the service will be reimbursed.

The following conditions are “exceptional circumstances”:

- a) failure to receive the required visa;
- b) personal illness documented by a medical certificate;
- c) serious family reasons for which the laws in force grant leave of absence;
- d) exceptional atmospheric, natural or socio-political events;
- e) strikes, break-downs and delays that block transport services or nullify the objective of the trip, duly documented;
- f) unexpected cancellation of the event which was the reason of the trip, duly documented;
- g) official changes to work schedule after the expenses have been incurred
- h) any other serious documented reasons of an exceptional and unforeseeable nature

In the event that the trip had not yet incurred any expenses, but the School had made an advance payment; the individual must diligently repay it within 15 days from the date on which the trip should have started.

Article 18. Transitory and final regulations

The reimbursement of expenses occurs upon presentation of the original documents, all delivered in paper form until the dematerialization procedure of the documents is activated.

This Policy and Annex A will enter into force from the date of the Directorial Decree in which they are announced.

1. GENERAL SPENDING LIMITS

- a) Type of personnel (for the purpose of expenditure limits): Professors, Researchers, Managers, Administrative-Technical Staff, Employees of Other Public Administrations, Auditors, Equivalent Personnel, other claimants.

- b) Expenditure limits - Ordinary means of transport

For all individuals authorized to carry out a trip in the interests of the School

TRAIN (maximum allowed) Business Class or equivalent.

PLANE (maximum allowed) Economy Class, exceptionally Business Class if the duration of the flight (regardless exceeding 5 hours) or special conditions, such as health, make it necessary.

It is possible to reimburse a higher category ticket if it can be shown to be cheaper than the category due (eg. promotional tickets or similar)

- c) Expenditure Limits - Extraordinary Means of Transport

There is a daily limit of 25 euros for the use of urban taxis abroad,

- d) Expenditure Limits for other expenses

Daily limit	Italy	Abroad
Car parking	15 euros	25 euros
Telephone and internet	15 euros	25 euros

2. SPECIFIC LIMITS FOR TRIPS IN ITALY

Derogable in special cases and documented upon individual authorization by the Head of the Fund

a) Expenditure Limits – Accommodation

	Professors, researchers, managers, research staff, students, collaborators, administrative-technical staff
Daily limit	250 euros

b) Expenditure Limits - Meals

	From 4 to 8 hours	>8 hours
Daily limit	35 euros	70 euros

3. SPECIFIC LIMITS ONLY APPLICABLE ABROAD

a) Actual Costs Reimbursement

i) Expenditure limits – Accommodation

	Professors, researchers, managers, research staff, students, collaborators, administrative-technical staff
Daily limit	300 euros

ii) Expenditure limits - Meals according to the destination as indicated below

	Professors, researchers, managers, research staff, students, collaborators, administrative-technical staff
Area A	60,00 euros
Area B	60,00 euros
Area C	60,00 euros
Area D	70,00 euros
Area E	80,00 euros
Area F	85,00 euros
Area G	95,00 euros

iii) Mandatory tips abroad for the following expenses can be reimbursed when it is the usual custom of the country and at the lowest acceptable rate.

- Meals, up to the daily limit;
- Taxi, up to the daily limit (where applicable).

b) Flat-rate Reimbursement (forfeit for Accommodation, Meals and Urban transport) according to the destination as indicated below, excluding external staff, trainees, and students enrolled in specialization courses/master's programs and holders of employment contracts stipulated with the School, who are required to carry out activities in the interest of SISSA - which are not already remunerated by the contract:

	Professors, researchers, managers, Director, research staff, students, collaborators, administrative-technical staff
Area A	120,00 euros
Area B	120,00 euros
Area C	120,00 euros
Area D	125,00 euros
Area E	130,00 euros
Area F	140,00 euros
Area G	155,00 euros

AREA A: AFGHANISTAN, AUSTRALIA, BOTSWANA, BULGARIA, BURUNDI, CYPRUS, CORNORE, ERITREA, ETHIOPIA, DJIBUTI, GREECE, IRAN, MALTA, MOZAMBIQUE, NAURU REP, PAPUA NEW GUINEA, PORTUGAL, ROMANIA, RWANDA, SYRIA, SOMALIA, SPAIN, UGANDA, HUNGARY, ZIMBABWE.

AREA B: ANGOLA, ARMENIA, ARZEBAIJAN, BANGLADESH, BELARUS, CANADA, CHILE, CHINA, COSTARICA, CUBA, EGYPT, ESTONIA, FIJI, FINLAND, FINLAND-HELSINKI, GEORGIA, JIAMAICA, GUATEMALA, HONDURAS, INDIA, IRAQ, IRELAND, ICELAND, KAZAKHSTAN, KENYA, KYRGYZSTAN, KIRITATI, LESOTHO, LATVIA, LITHUANIA, MADAGASCAR, MALAWI, MALDIVES, MAURITIUS, MEXICO, MOLDOVA, NAMIBIA, NEPAL, NEW CALEDONIA, NEW ZELANDA, PAKISTAN, POLONIA, PRIC.MUNICH, REP.CZECH, RUSSIA, SOLOMON, SAMOA, SEYCHELLES, SLOVAKIA, SPAIN-MADRID, SRI LANKA, SOUTH AFRICA, SWAZILAND, TAJIKISTAN, TANZANIA, TONJA, TURKENISTAN, TUVALU, UKRAINE, URUGUAY, UZBEKISTAN, VANUATU, ZAMBIA.

AREA C: ALBANIA, ARGENTINA, BAHAMA, BARBADOS, BELIZE, BENIN, BHUTAN, BURMA, BOLIVIA, BOSNIA HERZEGOVINA, CAMBODIA, CHINA TAIWAN, COLOMBIA, NORTH KOREA, SOUTH KOREA, CROATIA, DENMARK, DOMINICA, ECUADOR, EL SALVADOR, PHILIPPINES, FRANCE, JORDAN, GREAT BRITAIN, GRENADA, HAITI, HONG KONG, ISRAEL, LIBERIA, MACEDONIA, MALAYSIA, MOROCCO, MONGOLIA, NICARAGUA, NORWAY, PANAMA, PARAGUAY, PERU, DOMINICAN REPUBLIC, RUSSIA – MOSCOW, SAINT LUCIA, SAINT VINCENTE AND THE GRENADINES, SERBIA AND MONTENEGRO, SINGAPORE, SLOVENIA, SUDAN, SWEDEN, THAILAND, TUNISIA, TURKEY.

AREA D: ALGERIA, BELGIUM, BRAZIL, BURKINA, CAMEROON, CAPE VERDE, CHAD, CONGO, COTE D'IVOIRE, FRANCE – PARIS, GABON, GAMBIA, GHANA, GREAT BRITAIN – LONDON, GUINEA, GUINEA BISSAU, EQUATORIAL GUINEA, GUYANA, LAOS, LYBIA, LUXEMBURG, MALI, MAURITANIA, NIGER, NIGERIA, REP.CENTRAFICAN, SAO-TOME AND PRINCIPE, SENEGAL, SIERRA LEONE, SURINAME, TOGO, TRINIDAD AND TOBAGO, VENEZUELA, VIETNAM

AREA E: SAUDI ARABIA, AUSTRIA, BAHRAIN, BELGIUM-BRUXELLES, UNITED ARAB EMIRATES, JAPAN, KUWAIT, OMAN, QATAR, UNITED STATES OF AMERICA, YEMEN.

AREA F: GERMANIA, PAESI BASSI, STATI UNITI-NEW YORK, STATI UNITI-WASHINGTON.

AREA G: AUSTRIA-VIENNA, GERMANIA-BERLINO, GERMANIA-BONN, GIAPPONE-TOKYO, LIBANO, LIECTHENSTEIN, SVIZZERA, SVIZZERA-BERNA, SVIZZERA-GINEVRA